

**EXAMPLE II.20**

**NOTICE OF ADDITION AND/OR REPLACEMENT OF  
REPRESENTATIVE OFFICIAL AND/OR OFFICER**

No. ...<sup>1</sup>

To

Bank Indonesia

(Payment System Management Department/KPwDN ...)<sup>2</sup>(Fund Settlement and Securities Operation Division/ ... Division)<sup>3</sup>.....<sup>4</sup>

Re : **Notice of Addition and/or Replacement of Representative Official and/or  
Officer**

Pertaining to the change of composition of Representative Official and/or officer as specified in power of attorney Number ...<sup>5</sup> dated ...<sup>6</sup>, we hereby notify the change of composition of Representative Official and/or officer for management of current account with Bank Indonesia and participation in Sistem BI-RTGS as follows:

1. Change of Representative Official<sup>7</sup>

No.	Proxy Official Data	From	Into
1.	Name <sup>8</sup>		
	Position <sup>9</sup>		
	Address <sup>10</sup>		

<sup>1</sup> Filled in with notice number.<sup>2</sup> Select one.<sup>3</sup> Select one.<sup>4</sup> Filled in with Bank Indonesia office address.<sup>5</sup> Filled in with deed number.<sup>6</sup> Filled in with deed date.<sup>7</sup> Filled in if Representative Official changes.<sup>8</sup> Filled in with the name according to the identity of director or proxy official.<sup>9</sup> Filled in with the position of director or proxy official.<sup>10</sup> Filled in with the address according to the identity of director or proxy official.

2.	Etc.		
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2. Change of officer<sup>11</sup>

No.	Officer Data	From	Into
1.	Name <sup>12</sup>		
	Position <sup>13</sup>		
	Address <sup>14</sup>		
2.	Etc.		

Together with this letter, we hereby submit the following administrative document requirements:

1. Power of Attorney .....
2. Copy of identity .....
3. etc<sup>15</sup>.

Further, in relation to the foregoing, we hereby inform the following:

1. Lodge a request to create signature specimen of the following (Representative Official or officer)<sup>16</sup> who does not have any signature specimen with the Operator:
  - a. Name : .....
  - b. Name : .....
  - c. Etc.
2. Authority of (Representative Official or officer)<sup>17</sup> set forth in number 1 to conduct operational activities related to current account with Bank Indonesia and participation in Sistem BI-RTGS is valid within no later than 5 (five) business days as from the

<sup>11</sup> Filled in if Representative Official changes.

<sup>12</sup> Filled in with the name according to the identity of director or proxy official.

<sup>13</sup> Filled in with the position of director or proxy official.

<sup>14</sup> Filled in with the address according to the identity of director or proxy official.

<sup>15</sup> Filled in if any additional information exists.

<sup>16</sup> Filled in as necessary.

<sup>17</sup> Filled in as necessary.

complete receipt by Bank Indonesia of documents on addition and/or replacement of Representative Official (including signature specimen creation)<sup>18</sup>.

Your kind attention will be highly appreciated.

(City), (Date) (Month) (Year)

(Institution's Name)

Signature and institution's stamp

(Representative Official Name)

(Position)

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<sup>18</sup> Filled in if there is new Representative Official/officer.